

CONSTITUTION AND BY-LAWS  
OF  
THE FORT RUCKER COMMANDING GENERAL'S RETIREE COUNCIL

ARTICLE I  
TITLE AND OBJECTIVES

Section 1. This organization shall be known as the Fort Rucker Retiree Council, hereinafter referred to as the Council.

Section 2. The objectives of the Council are to:

- a. Support the Army and installation programs, and
- b. Serve as a vital communication link between the retired community and the active Army community.

ARTICLE II  
FUNCTIONS AND RESPONSIBILITIES

Section 1. To provide the Army at the local level with an insight into the problems and needs of retirees, their family members, and survivors of deceased members.

Section 2. To provide retirees with:

- a. A means of communicating and participating with the active Army.
- b. An opportunity to analyze decisions, policies, and laws, which affect retirees, make appropriate recommendations, and take an active part in programs concerned with retirees' benefits, privileges, and rights.

Section 3. To develop public support of Army programs through retiree participation and support at the local level.

Section 4. To assist the Commander in executing the overall Retirement Services Program at the local level.

Section 5. To provide a means to communicate information of interest to the retired community within the installation's local catchment areas.

ARTICLE III  
ORGANIZATION

Section 1. Composition of Membership and Terms of Office:

The Council shall be composed of 20 military retiree/retiree spouse members. The Council membership shall include the following designated positions:

- a. One disabled retiree (physically handicapped).
- b. One Title III retiree.
- c. One surviving spouse.
- d. One retired service woman.
- e. One retired USN representative.
- f. One retired USAF representative.
- g. One retired USMC representative.
- h. One retired Coast Guard representative.

If persons in the above categories are not available to serve after a diligent effort to locate them, the position may be filled with any other military retiree. At the time when the next vacancy occurs, another attempt will be made to fill the position with the vacant designated position.

On recommendation of the Retiree Council, the Garrison Commander acting as the Executive Agent for the Commanding General, will appoint and/or terminate Council members. Appointment/Termination letters will be prepared by the Retirement Services Officer (RSO) and forwarded to the Garrison Commander for signature.

Initial term of office shall be 4 years. Individuals may succeed themselves for an additional 4 years with approval of the Council. After 8 consecutive years, an individual is not eligible to serve until he or she has been off the Council for 1 year. If after a diligent search for a replacement it is determined a person of like qualification as to rank, service, or gender cannot be found, the Council may elect to recommend an additional 1-year term for the person. This recommendation will be forwarded to the Garrison Commander for approval.

Section 2. Officers: The Council officers shall consist of two Co-Chairmen, a retired Army officer in the grade of Colonel or above and a retired Army enlisted member in the grade of Command Sergeant Major. The Garrison Commander will appoint the Co-Chairmen to 4-year terms on the recommendation of the Council and Advisors. Expiration of terms shall be staggered to permit smooth continuity of Council functions. The Co-Chairmen will appoint the Council Secretary, who shall be a member of the Council.

Section 3. Voting: All members shall have full voting rights in all matters of business transacted by the Council.

#### Section 4. Function and Officers:

- a. The Co-Chairmen will alternate in presiding over the regularly scheduled meetings.
- b. Chairmen of the Committees prescribed in Article IV, Section 1, will submit an oral report on their committee's activities at the regularly scheduled meeting. Committee Chairmen will contact each committee member for input before submitting his/her report and be prepared or designate a committee member to be prepared to report on committee activities at regular or called meetings as appropriate. Council Co-Chairmen may require other reports as necessary on special actions.
- c. The Secretary will take minutes of all meetings and provide a draft (preferably by email using Microsoft Word) in the prescribed format to the RSO within 5-working days after the meeting. The RSO will have the minutes prepared in final format for the presiding Co-Chairman's approval and signature and the Secretary's signature. The minutes will be forwarded through the Adjutant General to the Garrison Commander for approval and through the Chief of Staff to the Commander for his review. Copies of the minutes will be forwarded to the Chief, Army Retirement Services, Office of the Deputy Chief of Staff, and HQ, TRADOC after the Commander's review. The RSO will be responsible for securing the facility for all regular and called meetings.
- d. Advisors: Officials assigned to the following staff positions shall serve as advisors to the Council:
  - (1) Garrison Commander.
  - (2) Director of Community and Family Activities.
  - (3) Commander, United States Army Aeromedical Center.
  - (4) Adjutant General.
  - (5) Retirement Services Officer.
  - (6) Manager, Army and Air Force Exchange Service.
  - (7) Manager, Commissary.
- e. The RSO is the primary advisor and will provide administrative support to the Council.

Section 5. Vacancies/Resignations: Council members office. If the individual has been performing duties in a satisfactory manner and is eligible and desires to serve an additional 4 years, the individual may be re-appointed. If the individual is not eligible to serve an additional 4 years, the Co-Chairmen will seek replacements with the assistance of the Council members.

New nominations for the council will be required to furnish a biographical sketch (forms to be provided by the RSO). Upon receipt of the biographical sketch, the candidate will be invited to attend the next regularly scheduled Council meeting and be interviewed by the Council. Copies of the biographical sketch will be provided by the RSO to Council members at the meeting for review. After being interviewed, the candidate will be excused from the room and the Council will discuss the person's qualifications and vote on their membership. A simple majority vote is required by the members, as described in Article V, Section 3 and 4. In filling vacancies, every attempt will be made to maintain an equal balance of enlisted and officers, designated positions, as well as considering geographical location.

Section 6. Member attendance at regularly scheduled and called meetings and participation in the Retiree Appreciation Day (RAD) activities is required. Members who fail to attend two consecutive meetings or fail to participate in the RAD without being properly excused by one of the Co-Chairmen may be subject to removal from the Council. After two unauthorized absences at regular meetings or one absence at a RAD, a letter may be sent to the member by the Co-Chairmen with the coordination of the RSO, informing him/her that he/she has not complied with the attendance requirements. If a satisfactory response is not received from the member within 15 days of the date of the letter, a letter will be forwarded to the Garrison Commander recommending the member be dropped from membership on the Council. A member can tender his/her resignation at any time.

#### ARTICLE IV COMMITTEES

Section 1. The Co-Chairmen shall appoint individuals and alternates and others as required to serve on the following standing committees:

- a. Public Affairs.
- b. Legislative Affairs.
- c. Healthcare.
- d. Retiree Volunteer Support.
- e. Consolidated Club System\*.
- f. Commissary\*.
- g. PX\*.
- h. Golf Course\*.
- i. Equestrian Center\*.
- j. Outdoor Recreation\*.

k. Bowling Alley\*.

l. Retiree Appreciation Day.

\*The person appointed as chairperson of these committees will also represent the Retiree Council at respective Installation Advisory Boards. The Co-Chairmen shall appoint other committees as required.

Section 2. The person appointed as chairperson of the committee is responsible for making a report of committee activities in accordance with Article III, Section 4, paragraph b. If the primary member is not available, the alternate will be asked to make the report.

Section 3. Council Co-Chairmen are ex-officio members of all committees.

## ARTICLE V MEETINGS AND QUORUMS

Section 1. The Council shall meet as agreed at an organizational meeting held each year, but will meet at least bi-monthly. The meetings will normally be held on the first Thursday of every month. The Co-Chairmen will coordinate with the RSO on the meeting agenda not later than 5-working days prior to regularly scheduled meetings and if possible, special called meetings. The RSO will provide email notification of meetings at least 5-working days prior and will include time and place for the meeting to those who have email.

Section 2. Robert's Rules of Order shall be the official guide for the conduct of all Council meetings.

Section 3. Seven of the Council members present for a meeting shall constitute a quorum for the transaction of business.

Section 4. Except for approving this Constitution and By-Laws or amendments as stated in Article VI, a simple majority vote of members present is required for action on any item of business before the Council or any committee.

## ARTICLE VI AMENDMENTS

Section 1. Upon the consent of a two-thirds majority vote of the Council at a duly authorized meeting, this Constitution/By-Laws may be amended. Amendments may be proposed by any member of the Council, in writing, to the Co-Chairmen, who will send copies to the RSO and each member of the Council at least 10 days before it is to be voted upon. The Commander must approve amendments before they become effective. Such amendments shall not contravene or be inconsistent with current Army Regulations.

Will D. Watkins  
ROY D. WATKINS  
Retirement Services  
Officer

William E. Crouch  
WILLIAM E. CROUCH  
COL, Retired  
Acting Co-Chairman

Charles E. Frye  
CHARLES E. FRYE  
CSM, Retired  
Co-Chairman

APPROVED E. J. Sinclair DATE 19 Mar 04  
E. J. SINCLAIR  
Brigadier General, USA  
Commanding